

THE TULALIP TRIBES
(In house job opportunity)
Administration Custodial Maintenance
Job Description
RE-ADVERTISEMENT

JOB TITLE: Lead Administration Custodian

JOB NUMBER: TTT-033-11

NOTE: Sections in box are minimum requirements that all applicants must have to be considered for this job. These requirements must be stated on your application form to be considered for this position.

The Tulalip Tribes publicly announces that Indian Preference to hiring shall apply to the Tulalip Tribal job opportunities.

EDUCATION: (attach all required education documents with application; i.e., diploma, degrees, certificates, etc.)

☐ High School Diploma or GED (attach copy)

SKILLS:

- ☐ Must have excellent communication skills both verbal and written
- ☐ Must be able to manage and motivate employees
- ☐ Ability to perform administrative duties
- ☐ Ability to read and understand the operation of equipment and chemical use

EXPERIENCE:

- ☐ Two (1) year experience in custodial maintenance

OTHER REQUIREMENTS:

- ☐ Must successfully pass light/medium rating for Physical and Agility tests to determine if physically capable to perform the essential job functions (test required)
- ☐ Must be willing to attend progressive related training as deemed necessary.
- ☐ Must be able to work in a culturally diverse environment
- ☐ Must adhere to strict confidentiality of information seen or heard
- ☐ Must have the tolerance and patience to deal with upset, angry, and/or frustrated people
- ☐ Must be able to work evenings, weekends, holidays, and/or flexible hours as needed or requested.
- ☐ Must have a successful employment history with The Tulalip Tribes and/or other employment entities

Physical Characteristics and/or Prerequisites:

- ☐ Stamina to sit, stand, and/or walk for prolonged periods of time
- ☐ Mobility to bend, stoop, kneeling and/ or climb stairs or ladder
- ☐ Ability to lift objects weighing a minimum 25 lbs frequently

Tribal Department: Administration Custodial Maintenance

Employee Classification: Non-Exempt

Job Summary: Maintains the cleanliness of Administration Building and assists with evaluations and the performance of Night Team custodians.

Employee Reports To: Custodial Coordinator or designee.

Extent of Job Authority: Under the direction of the Custodial Coordinator is to assist in the delegation of duties to Night Team custodians, maintain daily logs, cleans designated floors, assures all floors are clean and disinfected on a nightly basis.

Specific Duties Performed:

1. Maintains custodial staff by coaching, counseling, training, and disciplinary action when needed.
2. Assist in ordering of custodial and dining products as needed.
3. Assist staff with custodial duties.
4. Assist in office furniture moves and set up.
5. Assist in yearly budget.
6. Maintains daily log.
7. Ensures operation of equipment with preventative maintenance and trouble shooting malfunctions.
8. Assist in the training of all new custodial employees.
9. Recommends equipment purchases and replacements.

10. Performs other duties as deemed necessary.

Term of Employment: This is a regular full-time position requiring 40 hours per week or 2080 hours per year.

Pay Range: \$17.03 per hour, applicant selected may be offered a rate higher than the base pay depending upon qualifications

Opening Date: March 18, 2011

Closing Date: March 25, 2011 @ 4 p.m.

Please return your completed application to the Tulalip Tribes Central Employment Desk located at 10200 Quil Ceda Blvd, Tulalip, WA 98271 by the closing date and time. Please contact the Central Employment Desk at 360-716-1562 for any questions.

**** Required documents must be submitted prior to interviewing****